

C. I. G. Administrative Instructions



Form

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25X1A

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

10-5-49

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

20 September 1949

25X1A

SUBJECT: Reorganization

1. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise as a result of implementing General Order [REDACTED] dated 20 September 1949, pending appropriate revision of current directives.

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2. a. Delegations of authority to the officials listed in column (1) below contained in current directives are hereby redelegated as indicated in column (2) below, effective 1 October 1949:

<u>Column (1)</u>	<u>Column (2)</u>
(1) Personnel Officer	(1) Personnel Director (1) Chief of Overt Support (1) Chief of Covert Support
(2) Budget Officer	(2) Budget Officer (2) Chief of Overt Support (2) Chief of Covert Support
(3) Services Officer	(3) Chief of Overt Support (3) Chief of Covert Support
(4) Overt Deputy Personnel Officer	(4) Chief, Personnel Division, Overt Support Staff
(5) Covert Deputy Personnel Officer	(5) Chief, Personnel Division, Covert Support Staff
(6) Overt Deputy Budget Officer	(6) Chief, Fiscal Division, Overt Support Staff
(7) Covert Deputy Budget Officer	(7) Chief, Fiscal Division, Covert Support Staff
(8) Overt Deputy Services Officer	(8) Chief, Services Division, Overt Support Staff
(9) Covert Deputy Services Officer	(9) Chief, Services Division, Covert Support Staff

S E C R E T

S E C R E T

- (10) Chief and Assistant Chief, Supply Division, Services Office
- (10) Chief and Assistant Chief, Supply Branch, Services Division, Overt Support Staff
- (10) Chief and Assistant Chief, Supply Branch, Services Division, Covert Support Staff

b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.

c. Previous delegations not listed above remain unchanged.


3. Effective 1 October 1949, written and verbal requests for support action will be routed directly to the Division of the Overt or Covert Support Staff charged with the functional responsibility for action. The Chiefs of the Overt and Covert Support Staffs will not maintain distribution centers or become offices of record.

4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.

b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.

c. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior CIA Staff coordination, review and recommendations.

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R. H. HILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

5 October 1949

SUBJECT: Reorganization

25X1A

RESCISSION: Administrative Instruction No. [REDACTED] dated 20 September 1949.

25X1A

1. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise as a result of implementing General Order [REDACTED] (revised), dated 5 October 1949, pending appropriate revision of current directives.

2. a. Delegations of authority to the officials listed in column (1) below contained in current directives are hereby redelegated as indicated in column (2) below, effective 5 October 1949:

Column (1)Column (2)

(1) Personnel Officer

(1) Personnel Director
(1) Chief, Administrative Staff
(1) Chief, Special Support Staff

(2) Budget Officer

(2) Budget Officer
(2) Chief, Administrative Staff
(2) Chief, Special Support Staff

(3) Services Officer

(3) Chief, Administrative Staff
(3) Chief, Special Support Staff

(4) Overt Deputy Personnel Officer

(4) Chief, Personnel Division,
Administrative Staff

(5) Covert Deputy Personnel Officer

(5) Chief, Employees Division,
Special Support Staff

(6) Overt Deputy Budget Officer

(6) Chief, Fiscal Division,
Administrative Staff

(7) Covert Deputy Budget Officer

(7) Chief, Finance Division,
Special Support Staff

(8) Overt Deputy Services Officer

(8) Chief, Services Division,
Administrative Staff

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- | | |
|--|---|
| (9) Covert Deputy Services Officer | (9) Chief, Procurement and Supply Division, Special Support Staff |
| (10) Chief and Assistant Chief, Supply Division, Services Office | (10) Chief and Assistant Chief, Supply Branch, Services Division, Administrative Staff |
| | (10) Chief and Assistant Chief, Supply Branch, Procurement and Supply Division, Special Support Staff |

b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.

c. Previous delegations not listed above remain unchanged.

3. Effective 5 October 1949, written and verbal requests for support action will be routed directly to the Division of the Administrative or Special Support Staff charged with the functional responsibility for action. The Chiefs of the Administrative and Special Support Staffs will not maintain distribution centers or become offices of record.

4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.

b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.

c. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior CIA Staff coordination, review and recommendations.


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Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

20 September 1949

SUBJECT: Reorganization

1. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise as a result of implementing General Order [REDACTED] dated 20 September 1949, pending appropriate revision of current directives.

25X1A

2. a. Delegations of authority to the officials listed in column (1) below contained in current directives are hereby redelegated as indicated in column (2) below, effective 1 October 1949:

<u>Column (1)</u>	<u>Column (2)</u>
(1) Personnel Officer	(1) Personnel Director (1) Chief of Overt Support (1) Chief of Covert Support
(2) Budget Officer	(2) Budget Officer (2) Chief of Overt Support (2) Chief of Covert Support
(3) Services Officer	(3) Chief of Overt Support (3) Chief of Covert Support
(4) Overt Deputy Personnel Officer	(4) Chief, Personnel Division, Overt Support Staff
(5) Covert Deputy Personnel Officer	(5) Chief, Personnel Division, Covert Support Staff
(6) Overt Deputy Budget Officer	(6) Chief, Fiscal Division, Overt Support Staff
(7) Covert Deputy Budget Officer	(7) Chief, Fiscal Division, Covert Support Staff
(8) Overt Deputy Services Officer	(8) Chief, Services Division, Overt Support Staff
(9) Covert Deputy Services Officer	(9) Chief, Services Division, Covert Support Staff

S E C R E T

S E C R E T

- (10) Chief and Assistant Chief, Supply Division, Services Office
- (10) Chief and Assistant Chief, Supply Branch, Services Division, Overt Support Staff
- (10) Chief and Assistant Chief, Supply Branch, Services Division, Covert Support Staff

b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.

c. Previous delegations not listed above remain unchanged.

3. Effective 1 October 1949, written and verbal requests for support action will be routed directly to the Division of the Overt or Covert Support Staff charged with the functional responsibility for action. The Chiefs of the Overt and Covert Support Staffs will not maintain distribution centers or become offices of record.

4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.

b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.

c. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior CIA Staff coordination, review and recommendations.

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Rear Admiral, USN

Director of Central Intelligence

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BUDGET OFFICE

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

5 October 1949

~~20 September 1949~~

25X1A

SUBJECT: Reorganization

Recession: [REDACTED] dated 20 September 1949

1. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise as a result of implementing General Order No. 24, dated 20 September 1949, pending appropriate revision of current directives.

dated 5 October 1949

2. a. Delegations of authority to the officials listed in column (1) below contained in current directives are hereby redelegated as indicated in column (2) below, effective 5 October 1949:

Column (1)Column (2)

(1) Personnel Officer	(1) Personnel Director
	(1) Chief, Administrative Staff
	(1) Chief, of Overt Support
	(1) Chief, of Covert Support
	Special Support Staff
(2) Budget Officer	(2) Budget Officer
	(2) Chief, Administrative Staff
	(2) Chief, of Overt Support
	(2) Chief, of Covert Support
	Special Support Staff
(3) Services Officer	(3) Chief, of Overt Support
	(3) Chief, of Covert Support
	Special Support Staff
(4) Overt Deputy Personnel Officer	(4) Chief, Personnel Division, Overt Support Staff
	Administrative
(5) Covert Deputy Personnel Officer	(5) Chief, Employees Personnel Division, Covert Support Staff
	SPECIAL
(6) Overt Deputy Budget Officer	(6) Chief, Fiscal Division, Overt Support Staff
	Administrative
(7) Covert Deputy Budget Officer	(7) Chief, Finance Fiscal Division, Covert Support Staff
	SPECIAL
(8) Overt Deputy Services Officer	(8) Chief, Services Division, Overt Support Staff
	Administrative
(9) Covert Deputy Services Officer	(9) Chief, Procurement & Supply Services Division, Covert Support Staff
	SPECIAL

S E C R E T

S E C R E T

- (10) Chief and Assistant Chief, Supply Division, Services Office
- (10) Chief and Assistant Chief, Supply Branch, Services Division, ~~Event Support Staff~~ *Administrative*
- (10) Chief and Assistant Chief, Supply Branch, Services Division, ~~Covert Support Staff~~ *Procurement & Supply* *Special*

b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.

c. Previous delegations not listed above remain unchanged.


3. Effective 2 October 1949, written and verbal requests for support action will be routed directly to the Division of the ~~Covert~~ *Administrative* Support Staff charged with the functional responsibility for action. The Chiefs of the ~~Covert~~ *Administrative* and ~~Covert~~ *Special* Support Staffs will not maintain distribution centers or become offices of record.

4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.

b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.

c. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior CIA Staff coordination, review and recommendations.

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